



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## OFFENDER INFORMATION SPECIALIST II

Job Number: 20000651

Job Code: 22320V000101

Job Group: 2200 - CORRECTIONS

Job Established: 04/16/2003

Job Revised: 08/16/2009

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Reviews and/or approves the work of field office offender information specialists for accuracy and compliance to statutes and regulations; and performs sentencing calculations that determine parole eligibility and release of inmates and maintains accurate inmate records in the state's central offender information records office; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have one year of experience in management, administration, legal, paralegal or offender records.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Administrative, legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and approves the work of field office staff for accuracy and compliance to statutes and regulations. Performs sentence calculations that determine parole eligibility and release of inmates. Researches and interprets statutes and regulations and departmental policies and procedures to determine proper application of sentence calculations. Maintains accurate and updated inmates files. Provides accurate records information to administrative staff and Parole Board upon request. Processes and interprets court orders for both Circuit and District Courts. Discharges inmate by parole, expiration, court order or shock probation according to statutory/judicial direction. Acts as departmental liaison to confirm and request corrections for court orders. Processes detainer information to insure proper jurisdictional placement. Provides sentencing information to courts, law enforcement agencies and general public. Responds to sentencing inquiries relevant to an inmate's projected release date and parole eligibility. May provide court testimony concerning individual offender records.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*